

CITY OF SPRINGVILLE, IOWA

EMPLOYMENT OPPORTUNITY

The City of Springville, Iowa, is accepting applications for a part-time Assistant City Clerk. Duties include, but are not limited to: customer service, written and verbal communications, data entry, and office duties.

The applicant must have a high school diploma or equivalent; speak and write fluent English; be competent in Microsoft Office, and have some post high school training or work experience in office procedures. Experience in city government, assisting customers, and knowledge of general office procedures are preferred.

This is a part-time position for 20 hours per week, Monday – Friday, with limited evening hours required for meetings. Compensation will be based on duties and experience.

Applications, a job description, and informational sheet are available at the city clerk's office at 304 Broadway, Springville, Iowa, 52336, during regular office hours, Monday through Friday; on the city's website at: www.ci.springville.ia.us ; or by mail. The City's mailing address is PO Box 347, Springville, IA 52336.

You may call 319-854-6428 or email: cityofsp@netins.net with questions or to request the documents. **Completed applications must be received by the Springville city clerk's office staff by 4:00 PM on Friday, May 19, 2017.**

The City of Springville is an equal Opportunity Employer.